

KANSAS WIC INFORMATION MEMORANDUM

KANSAS-WIC-I-2020-10

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE:

Budgets Past Due

“Risk Factor Reminders” as KWIC Dashboard Announcements

BFPC August Webinar

2020 World Breastfeeding Week and National Breastfeeding Month

WIC Advisory Committee: New Member Selection for Calendar Year 2021

Educational Opportunities

Budgets Past Due

The FFY2021 budgets were due July 15, 2020. Exceptions were granted to a few. The budget and affidavit line item titles need to align for faster processing of the affidavit. The policy to assist in completing the budget can be found on the Kansas WIC website at: [ADM: 02.02.00 Annual Budgets](#).

If you have questions or need help, please contact Kelly Vickers at Kelly.vickers@ks.gov.

ACTION REQUIRED: If your agency has not turned in a budget yet, please notify all WIC staff, as well as other Health Department or County staff who are involved with developing the WIC/BPFC Budget. The budget and all the supporting documentation need to be turned in ASAP.

“Risk Factor Reminders” as KWIC Dashboard Announcements

Starting in August, you will see a new Announcement on the KWIC Dashboard upon logging in relating to a specific risk factor. As we consider changes to the Nutrition Assessment process, whatever changes we make will be more effective if everyone thoroughly understands all risk factors. Since there are a lot of risk factors and common mistakes people make, we will periodically be posting information about a risk factor and what to look. These reminders will be brief and staff should still use the [Risk Factor Manuals](#) for full definitions and usage information.

ACTION REQUIRED: Please read the Dashboard Announcements, and CPAs, please assign the noted risk factor when appropriate.

BFPC August Webinar

The next BFPC and BFPC Supervisor webinar will be on **Wednesday, August 5, 2020 9-10am**.

ACTION REQUIRED: All BFPCs and BFPC Supervisors, please register for the August 5 webinar [here](#).

2020 World Breastfeeding Week and National Breastfeeding Month

August is [National Breastfeeding Month](#) – a month dedicated to recognizing and promoting the many benefits of breastfeeding. In the spirit of that collaboration, the United States Breastfeeding Committee announced that the theme for National Breastfeeding Month 2020 is *Many Voices United*. The specially designated weeks are listed below.

August 1-7: World Breastfeeding Week

August 9-15: Native Breastfeeding Week

August 25-31: Black Breastfeeding Week

ACTION REQUIRED: Share with all staff.

WIC Advisory Committee – New Member Selection for Calendar Year 2020

In [PPM ADM: 09.00.00 - WIC Advisory Committee \(WAC\)](#) Regional LA representation rotates among the WIC agencies. Instead of regional elections, the WIC Coordinators of the designated agencies are responsible for selecting the regional representative and an alternate. Every other year new agencies are responsible to select the new WAC member for their region. Refer to the policy for a list of which agencies are included in each region. See the following clip from the policy.

Regional LA representation rotates among the WIC agencies in the region.

- a. The LA will provide funding from its normal WIC allocation to pay for the WAC member's salary and expenses for attending meetings and other WAC duties.
- b. LA Representative terms are two years, starting on January 1, the first day of the calendar year (CY).
- c. The WIC Coordinators of the appointed agencies are responsible for designating the Regional LA representative and an alternate.
- d. The alternates assume responsibility if the representative is unable to attend a meeting or resigns as a member. Alternates may attend any meeting however only one vote is allowed from each region. Other duties can be shared between the representative and alternate.
- e. Every other year three new agencies are responsible to select the new WAC members. The manner of selection is up to the two responsible agencies. For example:
 - Coordinators from the listed agencies may choose to be the WAC representative and alternate.
 - The representative and alternate may be from a single agency.
 - The coordinators may find a representative and alternate from different agencies in the region.
 - If someone from a different agency in the region is interested in serving, that person may contact the responsible agencies to volunteer for consideration.

LA Representative responsibilities include the following:

- a. Convey input and make recommendations to SA regarding proposed WIC policies and procedures.
- b. Represent and vote according to the consensus for the entire region.
- c. Attend all meetings or arrange for alternate to attend either in person or by telephone.
- d. Act as facilitator for assigned WAC meeting. This includes working with the SA to review the agenda, prioritize and set time limits for each agenda item and preside over the meeting.
- e. Review WAC minutes before distribution to LA.
- f. The goal of client involvement within WAC is to ensure that clients have a voice in the WIC program. WAC Regional Representatives are encouraged to solicit comments from clients within their service area when issues warrant a more broad based input to the WIC program. Concerns from clients also may be brought to WAC for consideration at meetings.

For CY 2021, the highlighted row shows the assigned agencies to select new WAC members. Members that started in CY 2020 remain on WAC for a second year.

Serve starting CY	North Central	Northeast	South Central	Southeast	Northwest	Southwest
2020		Wyandotte Doniphan		Linn Lyon	Gove Graham	

2021	Marion (& subs) Marshall		Barton Butler			Grant Haskell
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Current WAC members can be found here:

http://www.kansaswic.org/WAC/WAC_Members.pdf

ACTION REQUIRED: The Coordinators from the CY 2021 highlighted row are to:

1. Communicate with each other in their respective region to select the new WAC Representative and Alternate. Remember that the Coordinators from the highlighted agencies can choose to be the WAC representative and alternate, or the rep and alternate can be from a single agency, or the coordinators can find a rep and alternate from a different agency in the region.
2. Be sure that new Representatives and Alternates know about the January 26, 2021 conference call meeting.
3. By November 2, notify Patrice Thomsen, at the State Agency, of new Representative and Alternate: name, email address, and telephone number. patrice.thomsen@ks.gov

Educational Opportunities

NEW! September 30, 2020 3-4pm– KS WIC Webinar: The Lowdown on Lactose Intolerance
[Register Now](#)

NEW! October 26, 2020 12-1pm – KS WIC Webinar: Childhood Lead Poisoning Prevention
[Register Now](#)

October 29-30 – Kansas Breastfeeding Coalition [conference](#)

This conference was originally planned to be in Wichita, and now will be held virtually instead. Details coming soon.

All educational opportunities are now posted to the KS WIC Training Webpage and are updated monthly. See [Educational Opportunities – July 2020](#).

ACTION REQUIRED: Share with staff.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.